



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NATIONAL MARINE FISHERIES SERVICE  
Northeast Fisheries Science Center  
166 Water Street  
Woods Hole, MA 02543-1026

September 27, 2007

MEMORANDUM FOR: EWTS  
Northeast Fisheries Observer Program Observers

FROM: David Potter  
Branch Chief, FSB

SUBJECT: Training Trip Policy

Each observer candidate will be required to complete one scallop training trip during their 3 week observer training session which will be lead by a NMFS trainer. Each observer candidate, upon completion of the one day training trip with a trainer and successful graduation of the NMFS Observer Training session will automatically become a NMFS certified observer.

After their certification, they will be deployed on their first solo scallop trip which can be a day trip or a multi-day trip. This trip will be treated as a training trip and coded as such (program code 010) in the database. This trip must be sent to Falmouth Technology Park immediately (overnight them through the mail system). Training trips will be edited as a priority over other trips and data editors will be in contact with observers to debrief them on the trip after it has been fully edited. If requested by the editor or the Data Editor Lead, the observer may be required to come to Falmouth Technology Park to be debriefed in person. The observer should not be sent out on another scallop trip until their editor has contacted him/her, and the Data Editor Lead has sent an e-mail approving the observer for their next trip. If the editor, Data Editor Lead and Data Quality Lead feel that the observer needs another 'training trip' after their first solo trip, the Data Editor Lead will inform the Program Manager and Industry Funded Liason (Amy Van Atten). Once the observer is approved to continue, scallop trips will no longer be coded as 'training trips'. Soon after the observer has been certified, they will be required to meet their editor at Falmouth Technology Park for a debriefing, which will be scheduled by the data editor. If not logistically convenient, the observer and editor will set up a phone debriefing. If the observers first solo trip is longer than a day, their first multi-day trip, regardless of when it occurs, will be treated as a priority (meaning that the observer cannot be deployed on another multi-day trip until that trip has been fully edited and the observer has been debriefed). The observer can, however, go on day scallop trips while their multi-day trip is being edited.



The first trip of each new gear type observed, such as scallop trawl will be coded as a 'training trip' (program code 010) for data quality purposes. It is the responsibility of the observer's Program Manager to contact the Industry Funded Liason prior to scheduling the observer on a new gear type. The observer, at a minimum, must not go on more than one trip on a new gear type before being debriefed by their editor. This trip will be treated as a priority and as soon as the editor has completely edited it, the editor will call the observer to debrief them on this trip. The observer should code their trip as program code 010 when uploading their iPAQ.

If for any reason, any of these protocols cannot be met, it is the responsibility of the Program Manager to contact the Industry funded Liason who will then contact the Data Editor Lead and discuss the situation.

Thank you.

